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# Sociology Department Personnel Guidelines Relating to Appointment and Promotion

The College at Brockport

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August 23, 2016

## **SOCIOLOGY DEPARTMENT PERSONNEL GUIDELINES RELATING TO CONTINUING APPOINTMENT AND PROMOTION**

The Mission Statement of SUNY Brockport asserts that the College “has the success of its students as its highest priority” and that the College “is committed to advancing scholarship, creative endeavors, and service to the College community and the greater society by supporting the activities of an outstanding faculty and staff.” The faculty of the Department of Sociology continues to support this College mission. We recognize the importance of this mission in the following Department of Sociology guidelines for its APT Committee and its recommendations for renewal, promotion, continuing appointment, and continued growth of its faculty. Ongoing strength in the three areas of teaching, scholarship, and service is important to maintaining vibrant faculty who are capable of making ongoing contributions to the College and the profession, and that there is no single model for success as a Sociology faculty member.

From the College’s Faculty Guide:

*Departmental APT documents are explicit in describing the guidelines for evaluating teaching and the expected teaching loads for the department, the kinds of scholarship considered appropriate to the discipline and the quantity and quality measures used in determining appropriate scholarship for rank, and the department’s system of weighting the relative importance of teaching, scholarship and service though as a general rule, teaching must be always weighted at least 50%, and scholarship must be weighed more heavily than service). Of course, departments can only make personnel recommendations. Ultimately, only the College President (in consultation with the school deans and academic VP) makes personnel decisions. These department APT documents are reviewed and approved by the deans and the Provost and Vice President for Academic Affairs. Accordingly, they represent the minimum guidelines agreed to by College Administration in making these decisions. These*

*guidelines in these departmental documents describe a set of minimal (necessary) performance expectations. They should not be construed, however, as explicating a set of criteria that are sufficient for a positive recommendation. Minimal expectations will be taken into consideration as part of a thorough and comprehensive evaluation of the candidate's professional performance and contributions. Furthermore, the comprehensive evaluation should consider both retrospective and prospective points of view, including, for instance, the candidate's potential for achieving and/or performing at, the highest academic rank.*

## **GENERAL CONSIDERATIONS**

1. Under the Policies of the SUNY Trustees (2001: 22-24) candidates for promotion and continuing appointment must demonstrate strong documented performance in the areas of (a) mastery of subject matter, (b) effectiveness in teaching, (c) scholarly ability, (d) effectiveness of University service, and (e) continuing growth. Our guidelines focus on effectiveness of teaching, scholarly ability, and effectiveness of University service as mastery of subject matter and continuing growth are included within those three categories.
2. For specific administrative guidelines, see:
  - a. Policies of the SUNY Trustees as of 2001 guide our personnel decisions, including Article XI Appointment of Employees (pp. 10-22) and Article XII Evaluation and Promotion of Academic and Professional Employees (pp. 22-25).
  - b. Faculty Roles and Rewards, final report including amendments as approved by the Faculty Senate, (December 7, 1998).
  - c. Faculty guide to Academic Practices and Policies at Brockport 2004-2005. Office of the Provost and Vice President for Academic Affairs.
  - d. Procedural Requirements for Academic Personnel Decisions, final report approved by Faculty Senate (4-2-01).

3. Continuing appointment (tenure) will be granted only if a candidate can be recommended for promotion to (or has already attained) the rank of Associate Professor at the time that continuing appointment is granted.
4. The administratively intended year-based timetable for new appointees is 3-3-1:  
Year 1: Begin three year initial appointment.  
Year 2: Review for next three year appointment (years 4,5,6) after one full year at Brockport.  
Year 3: Terminal year in case of non-renewal.  
Year 4: Begin second three-year appointment.  
Year 5: Review for next one year (year 7) appointment.  
Year 6: Tenure review. Notification, by the end of year 6, allows the one-year mandatory notification period.  
Year 7: Promotion to Associate Professor or, alternately, the terminal year in case of tenure denial.  
Year 8: Tenure begins.
5. Recommendation for promotion to Associate Professor and continuing appointment requires that a candidate demonstrate very good performance in teaching and at least good performance in both scholarship and service.
6. The normal expectation is a 3/3 course load or its equivalent and an active program of scholarship. An active program of scholarship is defined in 9 below. "Faculty who do not demonstrate an active program of scholarship [should] contribute more in the areas of teaching and/or service." In practice, this alternative contribution will generally be in the area of teaching with only an unusually demanding service load counting toward a course reduction. (From 2b above, Faculty Roles and Rewards)
7. "All systems [for the evaluation of faculty] must conform to the following formula: Teaching >Scholarship>Service where teaching is greater than or equal to 50%." (From 2b above, Faculty

### Roles and Rewards)

8. Expectations for “continued successful teaching... continued successful scholarship.... [and] continued successful service” apply throughout a faculty member’s career at Brockport, not just for reappointment, tenure, and promotions. The department uses the guidelines for tenure and promotion as the basis for measuring expectations for continuing performance, including guidelines for promotion to full Professor as the basis for measuring continuing performance at that rank.  
(From 2b above, Faculty Roles and Rewards)
9. In the area of service, all faculty are expected to share departmental service and should document such service. (From 2b above, Faculty Roles and Rewards)

## **Departmental Personnel Process**

1. The request for a personnel decision should be submitted to the department in writing by the faculty member.
2. It is the responsibility of the faculty member to know and understand the current terms of appointment.
3. It is the responsibility of the faculty member to keep track of the application due dates for renewal, continuing appointment, and promotion.
4. The applicant should supply supporting materials at least 30 business days before a personnel decision must be submitted by the department to the Dean.
5. In the application process, the applicant is expected to collect and assemble required documentation.
6. All members of the departmental APT committee should have continuing appointment. APT committees consist of at least three (3) members, preferably from within Sociology. When committee composition cannot be comprised of three faculty from Sociology, the Dean, after consultation with the department chair and members of the faculty, will constitute a three-person committee with either emeritus faculty from Sociology, or appropriate members from outside

Sociology.

In the case of promotions, only those who have attained the rank of Associate Professor or higher may serve on the APT committee. In the case of promotion to full Professor, the APT committee must include at least one full Professor. If a full Professor is not available from within Sociology, the dean, after consulting the chair and members of the faculty in Sociology, will appoint an emeritus full Professor from Sociology, or a full Professor from another department, to the APT committee for the purpose of reviewing the promotion to Professor.

7. The department as a whole (at least all full-time tenured and tenure-track faculty) votes on the APT Committee recommendation, with this vote sent to the Dean of the School of The Arts, Humanities and Social Sciences along with the Candidate's package.
8. Voting in absentia allowed.
9. Where exceptional circumstances require modification of departmental procedures, such modification is to be arranged in consultation with the Dean.
10. Following APT Committee and departmental deliberations, personnel recommendations shall be communicated to the applicant and to the Dean by the administratively specified due date.
11. The department may withhold a positive recommendation for continuing appointment or promotion when a candidate meets normal expectations in specific areas, but has acted in a manner that seriously impedes student learning or the normal functioning of the department.
12. While the personnel guidelines specify departmental expectations, the department may waive normal expectations to provide a positive recommendation in the exceptional case when a candidate for promotion or continuing appointment has demonstrated truly extraordinary contributions to students, the college, or the discipline.

### **Appointment to Assistant Professor**

Faculty are normally hired at the Assistant Professor level. In the case of initial appointment as Instructor in Sociology, the candidate seeking appointment to Assistant Professor must have documented evidence of a conferred Ph.D. in sociology.

## **Renewal**

At each review for renewal, candidates are evaluated on their performance in teaching, scholarship and service especially during the period since initial appointment or last review. At the time of review for first appointment renewal (second year), the candidate must show at least progress toward satisfactory performance in the three areas of review. At the second appointment renewal (normally during the fifth year), the candidate's performance and progress in all three areas must be sufficient to suggest confidence that the criteria for continuing appointment review will be achieved the following year. The candidate is expected to prepare a dossier comprising relevant annual reports for the period of employment at Brockport supplemented by (1) a one-to-two page letter addressed to the APT Committee summarizing major achievements in teaching, scholarship and service, (2) a teaching portfolio addressing administratively mandated elements, (3) a scholarship portfolio documenting scholarly publications, activities and potential, and (4) a service portfolio documenting service to the department, college, community and the discipline of Sociology. A positive recommendation involves a professional judgment by the department as to the candidate's potential for academic excellence in all three areas.

## **Continuing Appointment/Promotion to Associate Professor**

A recommendation for continuing appointment is concomitant with promotion to Associate Professor where such rank has not already been achieved. For this reason, the guidelines for continuing appointment are the same as those for promotion to Associate Professor. A positive recommendation for continuing appointment by the department and by administration is based upon (1) a demonstrated potential for high-level academic performance and (2) the effectiveness of and need for the candidate's specific contribution to the programs of the department and the college. A faculty member initially appointed as Assistant Professor or Instructor is eligible for consideration for continuing appointment when (s)he has completed seven years of service in an academic rank, at least three of which must have been at Brockport. In cases of initial appointment at senior rank or with prior service credit, review for

continuing appointment will occur earlier.

The candidate seeking promotion to associate professor must have documented evidence of a conferred Ph.D. in sociology. A positive recommendation involves a professional judgment by the department as to the candidate's potential for continual academic excellence in the three areas.

The following guidelines for submission of materials in teaching, research, and service are based upon those documents listed on Page 1 of this document under item 2.

### **Teaching**

The vision that guides our professional judgment is that Assistant Professors should display competent teaching; Associate Professors should display mastery of teaching; and Full Professors should display both mastery and leadership in the department's teaching mission. The departmental assessment is to be based on review of a teaching portfolio. The portfolio is to contain the following documentation:

1. A beginning statement of teaching philosophy and focus.
2. A list of courses taught, including contact hours and number of students for each course.
3. A summary table of student evaluation ratings for all courses taught during the review period.  
(For departmental review only pursuant to Faculty Senate resolution voted 11/13/00.)
4. A table of grade distributions, including interpretation.
5. Documented participation in professional teaching development activities.
6. Number of advisees.
7. Peer evaluation of a representative sample of course syllabi, assignments, and examinations.

Administrative guidelines also suggest inclusion of the following, if available:

8. Other information directly related to teaching and advisement, including instructor developed student feedback.
9. Interpretation of student evaluations.
10. Evidence of quality of advising (surveys, letters, etc.)



11. Department-solicited letters regarding the candidate's teaching.
12. Evidence of student outcomes and accomplishments, including: student performance on standardized tests, students admitted to graduate schools, students success in the workplace, and other accomplishments resulting from faculty-student collaboration such as conference presentations, published papers, awards, and student-faculty research projects.
13. Evidence of efforts to stay professionally current in relevant subject areas.
14. Development of new applications of technology to teaching.
15. Documented quality of advising.
16. Descriptions of independent study or thesis supervision, student mentoring and collaborative work with students.
17. Involvement with student organizations, including advisory committees.
18. Observation or videotape of classroom instruction.
19. Evidence of integrating instructional technology in teaching.
20. Development or revision of sociology courses or curriculum, including revision of instructional approach.
21. Interviews with current or past students.
22. Teaching awards or recognition.

## **Scholarship**

For a positive recommendation for promotion, the department requires at least one of the following: a) one research monograph, b) one textbook that provides a major synthesis and/or original contribution to the field or a subfield of sociology (a textbook that provides a summary and/or compilation of existing works will be considered as a lesser contribution depending on its breadth and depth and be equivalent to one to three scholarly publications based upon the assessment of the APT Committee) , or c) four scholarly, refereed publications in journals or substantial chapters in peer-reviewed, edited books, all of which must be judged by the department to comprise significant scholarly contributions, and at least two of which must have been substantially written during the period since appointment to the rank of

Assistant Professor at Brockport. Unpublished books must be in press at the time of application for tenure. Textbooks or readers that are considered under contributions to teaching cannot also be considered under scholarship.

In addition, other scholarly contributions may be taken into consideration in bolstering a candidate's case. These contributions can include official reports, minor or non-refereed publications, substantial book revisions, book reviews, short notes, chapters in non-peer-reviewed books, etc. Unpublished scholarly activity may further bolster a candidate's case. Such activity might include, for example, papers delivered at professional meetings or universities, completed manuscripts not yet accepted for publication, research grant proposals and awards, professional computer software development, or other contributions to the discipline.

### **Service**

The department relies upon proactive service from every faculty member within the department. The primary consideration for the department is the acceptance and successful completion of primary responsibility (leadership) for one or more of the major tasks of the department, as well as active participation in the everyday service obligations of the department. Volunteering, effective management of college or departmental tasks, and effective outcomes are considerations in the assessment of service. This goes well beyond such everyday matters as regular advisement loads, participation on behalf of the department in student registration sessions, meaningful participation in departmental committees, etc. Professional service outside the department, to the community, and to the discipline of sociology, will also be considered. The documentation of service contributions may be provided by letters from the department chairperson, other departmental colleagues, committee chairpersons, or representatives of community organizations.

## **Promotion to Full Professor**

A candidate for the rank of full Professor must demonstrate a career of continuing cumulative

contributions in teaching, scholarship and service. These contributions should be of high quality and sustained over a reasonable period of time as Associate Professor. A positive recommendation involves a professional judgment by the department of excellent performance in all three areas during the candidate's professional career.

The candidate for full Professor is expected to prepare a dossier of relevant annual reports supplemented by (1) a summary letter highlighting major achievements in teaching, scholarship, and service, (2) a teaching portfolio with administratively-mandated elements, (3) a scholarship portfolio documenting scholarly publications, activities and potential, and (4) a service portfolio documenting service to the department, college, community and the discipline of Sociology.

### **Teaching**

The teaching portfolio must contain the same administratively-mandated elements as those required for promotion to Associate Professor. Teaching should be evaluated as very good or excellent by peers in our discipline to justify a strong departmental recommendation for promotion.

The teaching portfolio of the candidate for full professor should include:

1. Evidence that the candidate has developed courses that reflect current theoretical, empirical, or methodological developments in the field.
2. Evidence of positive whole-class student evaluations in a variety of courses since attaining the rank of Associate Professor.
3. Evidence of teaching quality, which may be assessed by department colleagues familiar with the candidate's work.
4. Evidence of a major contribution to the department or college-wide instructional program.

### **Scholarship**

The scholarship portfolio should include (1) an overview of the candidate's scholarly career over recent

years, (2) a listing of scholarly works and (3) a brief description of the peer review process associated with each listed publication.

The candidate must show significant continuing scholarly development since appointment to the rank of Associate Professor. This would ordinarily include at least one of the following: a) an additional research monograph, b) a major textbook, or c) at least four additional, scholarly, refereed publications in journals or sole-authored chapters in edited, refereed books, all judged to be substantial scholarly contributions. Works must already have been published at the time of the promotional review.

As in the case of continuing appointment and promotion to the rank of Associate Professor, other scholarly published and unpublished contributions (see above) may be taken into consideration in bolstering a candidate's case where questions are raised regarding the quality of publications or appropriateness of publication outlets.

### **Service**

The department relies upon proactive service from every faculty member within the department. The primary consideration for the department is the active acceptance and successful completion of primary responsibility (leadership) for one or more of the major tasks of the department, as well as active participation in the everyday service obligations of the department. Active volunteering, substantial management of tasks, and effective outcomes are considerations in the assessment of service.

Professional service outside the department, to the community and the discipline of sociology, will also be considered. The documentation of service contributions may be provided by substantive letters from the department chairperson, other departmental colleagues, committee chairpersons, representatives of community organizations, or other appropriate persons or groups.

For promotion to full professor, the candidate's service record should display:

1. Evidence of active and effective leadership in the department, the college and the discipline of

Sociology.

2. Evidence of significant service contributions with identifiable outcomes.
3. Indication of ways in which these service contributions are exemplary and significant to the department and the college.